

# Belgrave St. Bartholomew's Academy

Co-Principals: Mrs J. Craig and  
Mr G. Barlow



## 'ABC Club' Policy - Before and After School Club 2023

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

## **ABC CLUB - BEFORE AND AFTER SCHOOL CLUB**

### **Introduction**

The 'ABC Club' is a before and after school club that is run by Belgrave St. Bartholomew's Academy on the school site. It is an extended school activity club designed to allow pupils to be in school before the school day begins and after it finishes, Monday to Friday, during term time only.

**All parents must complete a registration form for each child or children attending the club and sign an agreement to adhere to the terms of this policy (please refer to 'ABC Club Registration Pack', which can be found at the end of this policy). A copy of the costing can also be found in the Registration Pack - Appendix B).**

### **Administration Information**

Please note, places are provided on a first come, first served basis and a waiting list will operate if required.

Pupil's details, relevant medical conditions, allergies and parents/carers contact numbers are kept in the register. An additional emergency contact name, address and telephone number are kept in the school office. It is the responsibility of the parents to ensure that the office is informed of contact changes. Parents/carers will need to authorise any additional carer to collect their child/children, these details will be kept with the register and the child or children will only be handed to the person/persons on file. All pupils will need to be signed out when collected. There is a direct number for the 'ABC Club', 01782 486341, to be used by parents in an emergency situation between 4:15pm and 5.30pm only. Parents must inform the club staff if their child is absent from school or will not be attending by contacting the school office during the school day and leaving a message.

### **Organisation/Routine**

'The ABC Club' is located in the main school building.

Parents can continue to park on the main school car park if dropping off early or collecting children later when there are less cars on the staff car park. Please be mindful of busy periods in the car park and not blocking in any other cars or potentially causing a hazard to anyone. Parents/carers can also park around the school site, but again please be mindful to not block driveways or park on yellow lines.

Please then walk down the drive way to the left hand side of the school building (where deliveries are taken). Walk down the drive way, past the classrooms on your right hand side and you will see the green double glass doors further down on your right with an 'ABC Club' sign on the doors. Please enter the 'ABC Club' from here. Signs with directions to the 'ABC Club' will be visible from the school car park and a map is also attached to this policy.

### **Before School Club**

- The club is open from 7.30am and parents are required to bring their child/children directly to the club and sign them in to a member of staff.
- Pupils will be offered a choice of cereal or toast, along with water or squash for breakfast.
- At 8.25am the pupils are taken to their classrooms, ready for the start of the day.

### **After School Club**

- The club is open straight after school from 3.10pm until 5.30pm and all pupils are brought from their classroom to the 'ABC Club' by a member of staff from the school.
- A snack, such as a sandwich or toast and yogurt or fruit will be provided, along with a drink of water or squash.

We offer a range of free choice activities, including; board games, toys, colouring, arts and crafts, as well as outdoor play (weather permitting) and group games.

**In case of fire, the register will be taken out of the 'ABC Room' with a staff member and taken with the pupils to the meeting point on the KS2 playground.**

### **First Aid**

- All accidents will be recorded in the school accident log, accurately reported to the parents/carers upon collection and signed by a member of the club staff.
- Accident recording and reporting will be in line with the school's First Aid Policy.
- There will always be at least one paediatric qualified first aider at the club who will deal with all accidents.
- If a child is unwell or injured, the school's First Aid Policy and procedures will be followed as per a normal school day and a parent/carer will be contacted. If a parent/carer or nominated person as stated on the registration forms cannot be contacted, then the decision may be made for staff to seek medical attention if appropriate.

### **Behaviour**

- Pupils attending the 'ABC Club' are expected to behave according to the expectations set out in the school's Behaviour Policy and in line with the school's C.H.E.R.I.S.H. Values.
- If there are any concerns with regards to behaviour, then parents/carers will be contacted accordingly.
- If any disruptive, rude or dangerous behaviour is continuous, the club has the right to exclude the pupil from the provision. This will be discussed with the parent beforehand and is only in exceptional circumstances.

### **Uncollected children**

- If a child has not been collected by 5.30pm (or the agreed collection time), parents/carers will be contacted in the first instance by telephone.
- If these contacts are unavailable, after approximately 30 minutes from the club ending at 5.30pm, a member of the Senior Leadership Team will be contacted and the police and Social Care will be informed.
- A charge will be levied for late collection. A fee will be applied from 5.30pm onwards at £1 per minute per child.
- If a child has not been collected from school at their usual collection time, parents/carers will be contacted and the child will be placed in ABC club. A charge of £2 will be incurred if the child is collected within 30 minutes. If the child is not collected within 30 minutes, the full session cost of £7 will be charged.

### **Staffing and Supervision**

- The pupils are supervised at all times in accordance with recommended ratios.
- All members of staff are DBS checked.
- Staff on duty will hold a current paediatric first aid certificate and at least one member of staff on duty have attended the food hygiene course.

## Payment of fees

- It is a requirement of the club that parents pay their fees a week in advance on a weekly basis. For example, payments must be made by the Friday, at the latest, in order to pay for the following week's sessions, week commencing on the Monday.
- The parent completing the club registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Any parent experiencing difficulty with the payment of their fees should contact the Principal to discuss this. All conversations will be treated with complete confidence.
- Payment can be made using the online payment system – SchoolMoney or via PayPoint under the Club/Extended Services barcode.
- If any fees are not paid for a period of one week the club leader will contact the parent by telephone, or in person, to discuss any issues.
- After two weeks the school office will inform parents by letter that the outstanding balance should be paid immediately and that the school reserves the right to terminate the agreement if the fees are not paid.
- If fees remain outstanding after this time then the Principal will make formal contact with the parents to recover the debt and the pupil/s may lose their place at the club.
- Please note that the school will follow this procedure rigorously, as unpaid fees put a strain on the financing of the club, and therefore cannot be allowed to accumulate.

## Attendance

- We aim to be as flexible as possible to accommodate any working patterns of parents/carers, however this can only be done on a routine basis. We will not offer adhoc childcare when places are highly sought after. If you are unsure please discuss this with the club leader.
- All places can only be given once the completed registration form has been submitted. You will receive a confirmation of the place and the day/times/dates of the given place as well as a payment barcode to use at PayPoint (if required).
- If a pupil does not attend the club for more than 5 booked sessions, then their place will no longer be held and parents/carers will need to re-apply for their place. The only exceptions to this would be absence that is planned or when there is sustained illness and the staff have been made aware.
- Any sessions that have been booked but not attended are still subject to charges.
- One week's notice must be given for any required changes to booked sessions and these can only be agreed based on availability.
- Two weeks notice must be given to resign your child's place.

## Risk Assessment

- A risk assessment has been carried out for the 'ABC Club'.

## Policies

- The 'ABC Club' is subject to the school's policies and procedures. Copies of all our policies are available on our school website and from the school office on request.

**Date:** January 2023

**Review date:** January 2024

Map and directions to the ABC Club location:

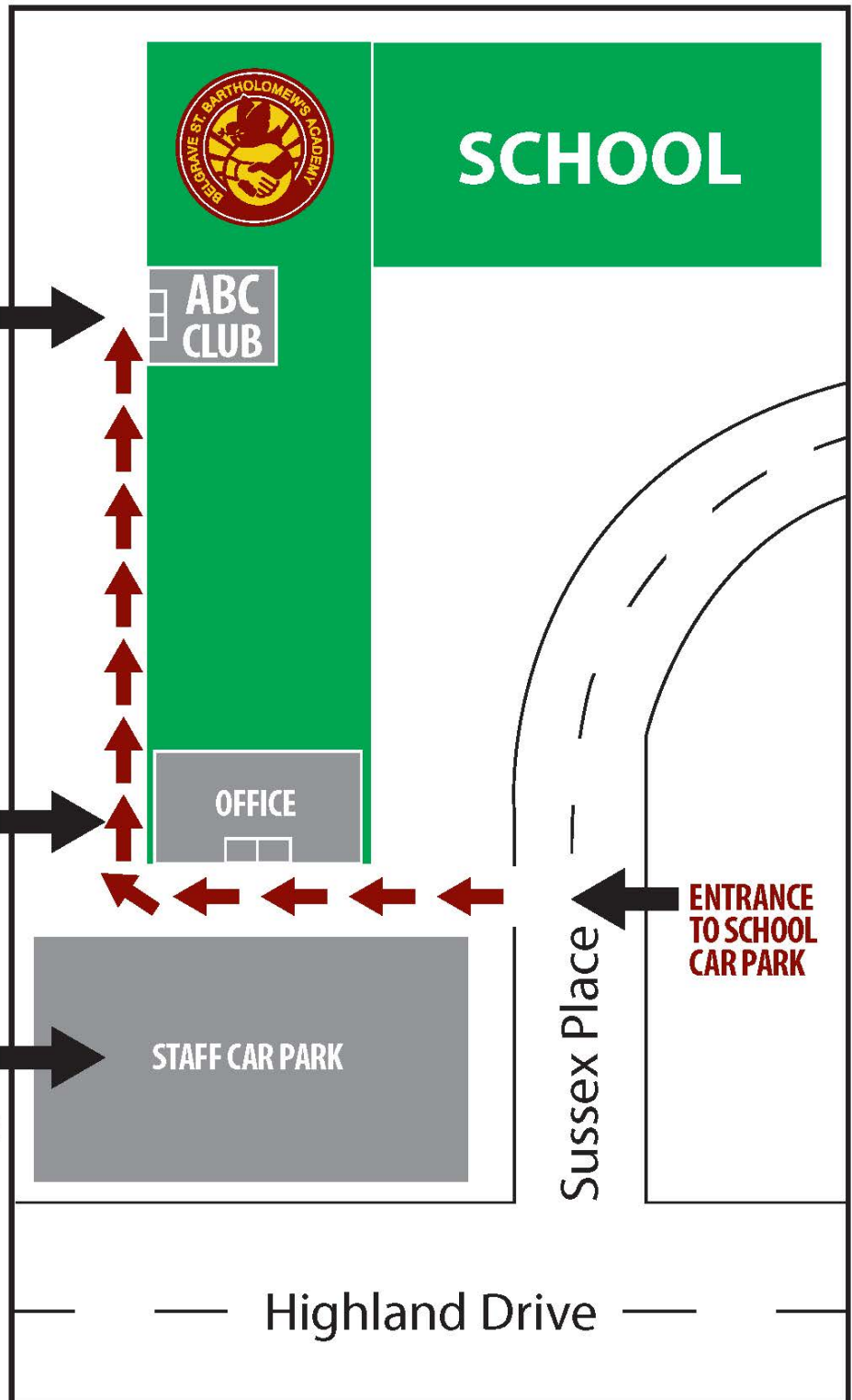
**ABC NEW LOCATION**

ABC Club will now be located within the main school building. To access the ABC Club you will need to follow the path from our new school office down the side of the main building, where you will find a set of double doors taking you into the ABC Club.

**NEW SCHOOL OFFICE**

**STAFF CAR PARK**

Please be mindful of busy periods in the car park and not blocking in any other cars or potentially causing a hazard to anyone. Parents/carers can also park around the school site, but please be mindful to not block driveways or park on yellow lines.



# Belgrave St. Bartholomew's Academy

Co-Principals: Mrs J. Craig and Mr G.  
Barlow



## 'ABC Club' - Before and After School Club

### Registration Pack

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں.

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**ABC Club’ - Before and After School Club**  
**Terms & Conditions**  
**Appendix A**

- A booking is deemed to have been accepted when the completed and signed registration form has been submitted and the required places confirmed by Belgrave St. Bartholomew's Academy. This will be taken as a permanent booking until two weeks' notice has been given (if you wish to cancel the booking/place), or one week's notice is given to alter a booking. The registration form should provide three named contacts that would be able to collect your child. In all cases, acceptance of places will be subject to availability. The 'ABC Club' opening times are 7.30am – 8.25am and 3.10pm – 5.30pm.
- In the event of days being fully booked at 'ABC Club', a waiting list will be in operation. The following criteria will be applied:
  - 1) Parents who already have a sibling attending the club will be given first choice of available space.
  - 2) Parents who require regular morning/afternoon sessions each week.
- The school reserves the right to decline or to withdraw place/s
  - where payments are in arrears
  - in the event of persistent late pick-ups.
  - in the event of repeated or inappropriate behaviour
- If 'ABC Club' is unable to meet the needs of a child, they have the right to review the place allocated.
- The 'ABC Club' invoice represents fees for use of the club one week in advance and payment should be made as detailed on the invoice/SchoolMoney account.
- Any invoice may jeopardise the child or children's place until the debt is cleared in full. This place will be offered to another child if there is a waiting list for any/all of the sessions.
- Extra dates booked will be allocated subject to availability and the charge will be added to the following week on SchoolMoney. We will not swap these extra dates against a permanent booking.
- Payment may be made
  - online using [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)
  - via PayPoint (i.e. at the local Co-op, petrol station) using the Club/Extended Services barcode
- Places are payable even if not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity as a place will remain available should the event be cancelled.

- An additional charge will be made in the event of late pick-ups from After School sessions. Late pick-ups will be charged at £1 per minute, per child, from 5.30pm.
- Where a child has not been collected by 6.00pm and attempts to contact the parent or nominated carer have failed, the school will implement Safeguarding Procedures. At this point the 'ABC Club' will contact a member of the Senior Leadership Team, whereby the Police will be contacted and report the non-collection to the Duty Social Services contact.
- Any changes to pick up arrangements must be made in advance by telephone to the school office 8.00am-4:15pm on 01782 486341, or the 'ABC Club' from 4:15pm onwards on 01782 486341. Any changes must be made by an adult authorised on the booking form or known to the school. (This is to ensure legal safeguarding requirements are met).
- Two weeks cancellation notice is required to cancel a place at the 'ABC Club', or one week's notice to make changes to a booking. Sessions not used during this duration will be chargeable. Once notice has been given sessions will be released and offered to other pupils on the waiting list.

I have read and understood and agree to comply with 'ABC Club' Terms & Conditions.

Child/Children's Name(s): .....

.....

.....

Signed: ..... Date: .....

Print Name: .....

Relationship to child/children: .....



## **'ABC Club' - Before and After School Club Charging**

### **Appendix B**

Before School Club from 7.30am	£4.00 per session
After School Club	£7.00 per session
For both before and after school club sessions	£10.00
After School Club Sibling Discount	£12.00 for 2 children per session
	£18.00 for 3 children per session
	£24.00 for 4 children per session
Late Collection Charge 3:10 – 3:40	£2.00
Late Collection Charge 3:40 – 5:30	£7.00

## 'ABC Club' - Before and After School Club

### Registration Forms

#### Appendix C

#### Child/Children's Personal Information

<b>FULL NAME/S:</b>			
<b>Date(s) of birth:</b>			
<b>Home address:</b>			
<b>Post Code:</b>		<b>Telephone:</b>	

#### Parent/Carer information 1

<b>Title:</b>		<b>FULL NAME:</b>	
<b>Home No:</b>			
<b>Mobile No:</b>			
<b>Work No:</b>			

#### Parent/Carer information 2

<b>Title:</b>		<b>FULL NAME:</b>	
<b>Home No:</b>			
<b>Mobile No:</b>			
<b>Work No:</b>			

#### Additional contact information

<b>Title:</b>		<b>FULL NAME:</b>	
<b>Home No:</b>			
<b>Mobile No:</b>			
<b>Work No:</b>			

**Child/Children's medical information**

<b>Doctor's Practice, name and address:</b>		<b>Medical conditions:</b>	<i>If there is more than one child on this registration form, please clearly write which child or children have the medical condition/s.</i>
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**I agree that staff can administer first aid to my child/children in an emergency medical situation.**

**Yes [ ]      No [ ]**

**DIETARY INFORMATION (if different for each child, please specify)**

Vegetarian [ ]

Vegan [ ]

Halal [ ]

**Allergy information (please include child/children's name):**

**Does your child/children have any additional needs we should be aware of?**

**Yes [ ]      No [ ]**

**If so, please give details in the box below.**

Using the table below, please tick the days and sessions you require.

	Mon	Tues	Wed	Thurs	Fri
<b>Before School Club</b>					
<b>After School Club</b>					

**Nominated individuals authorised to collect your child/children from 'ABC Club'**

The following people have my authority to collect my child from 'ABC Club – before and after school club.

Please provide on the list below the full names of all the individuals authorised to collect your child from 'ABC Club', including parents and carers.

	Full Name	Relationship to child/children
1		
2		
3		

**If 'ABC Club' staff have been informed that one person is collecting your child and this changes, please inform 'ABC Club' beforehand on 01782 236999 from 3.00pm.**

**Any further information about your child/children that you would like to provide.**

I can confirm that all of the information above is correct. [ ]

I can confirm that I have read, understand and agree to the terms and conditions as outlined in the policy. [ ]

Signed: ..... Date: .....

Print Name: .....

Relationship to child/children: .....